

CITY DESIGN ENGINEER

Class Definition

Under general direction, plans and directs the work of professional and sub-professional personnel engaged in office engineering activities.

Distinguishing Characteristics

City Design Engineer, a single position class, is the division head level class responsible for the activities of the Engineering Services Division of the Public Works Department. This position is distinguished from the next higher class of Assistant Public Works Director in that the latter has responsibility for several divisions. The City Design Engineer is distinguished from the next lower class of Civil Engineer IV in that the latter does not have responsibility for a division.

Typical Tasks

(Any single position may not be assigned all the duties listed, nor do the examples cover all the duties which may be assigned).

Acts as the deputy to the City Engineer; affixes signature and professional seal on plans and maps requiring certification.

Reviews and selects plans and specifications for municipal projects.

Supervises and directs the work of professional and technical staff in the preparation of reports, design criteria, design analysis, specifications, plans, investigations, cost estimates, tabulation of contract bids, contract payments, Public Works utility system planning, and other matters related to the design of municipal projects.

Directs and supervises the review of physical facilities for proposed subdivision, street grading, storm drainage, sanitary sewage, and domestic water facilities, in conformance to City standards and the master plan.

Supervises and directs the establishment, accounting, disbursement, and reimbursement of fees and charges collected for construction of service extensions as part of the City's Urban Growth Management Program.

Establishes schedules, reviews work, supervises personnel in the preparation of layout, design plans, specifications, street, alley, storm drains, sanitary sewer, water mains and wells, and other public works facilities for the City.

Supervises the preparation of maps of the City, including sanitary and water system maps; the control of access across public property and the cutting of street surfaces by private contractors; and the establishment, collection, and maintenance of engineering records and files.

Performs annual budget requests; monitors and administers approved budget.

Performs other related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the principles and practices of Civil Engineering.

Knowledge of current principles and practices of management.

Knowledge of the applicable laws and regulatory codes related to the development and construction of municipal and private improvement projects.

Ability to plan, schedule, and supervise Civil Engineering programs; ability to effectively supervise subordinates engaged in such programs.

Ability to establish and maintain effective working relationships with others.

Minimum Qualifications

Education and experience equivalent to graduation from an accredited college or university with a B.S. degree in Civil Engineering or closely related field; and thorough experience as a Civil Engineer including considerable experience in a supervisory position requiring registration.

Necessary Special Requirements

Registration by the State of California as a Civil Engineer; and a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____

MR :DAJ/klm/04/04/83